

Civil Service Commission  
State of Illinois  
425½ South Fourth Street  
Springfield, Illinois 62701

## Written Request for Hearing\*

Date: \_\_\_\_\_

I hereby request a hearing in my own defense to the charges filed against me by the Department of \_\_\_\_\_, officially approved by the Director of Central Management Services of the State of Illinois, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, such hearing to be held within 30 days following the filing of this request in your office pursuant to 20 ILCS 415/11. These approved charges resulted in my: (check one)

- ☐ Discharge
- ☐ Suspension for a period of more than 30 days in any 12-month period
- ☐ Demotion

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
\* Must be filed with the Commission within 15 days after the service of the written charges.